

TEXAS STATE UNIVERSITY
College of Liberal Arts
Department of Sociology
Applied Sociology Internship Program
Learning Contract Instructions

Your Learning Contract is a very important document. It specifies the terms of your internship for you, your site supervisor and the University. Each Learning Contract is unique just as each internship is unique. The Learning Contract allows for this uniqueness while ensuring that all parties are aware of their responsibilities.

- This is an important document, promptness in the completion of the Learning Contract is essential.
- The Learning Contract consists of two assignments. Each assignment is worth 50 points.
- The **first** assignment (worth 50 points) is to complete a Learning Contract draft. In order to receive full credit, this draft must be completed according to the directions on the following pages and returned on or before the due date assigned on the calendar. Note that the draft includes two sections: “The Parties” and “The Internship.” There will be a 10-point penalty for each correction required and for each day your draft is late.
- Once you have sent your draft to socintern@txstate.edu, our office will complete your final Learning Contract, which will be returned to you at the Seminar 1.
- The **second** assignment (worth 50 points) is to return the complete Learning Contract signed by both your site supervisor and you by Seminar 2. There will be a 10-point penalty for each day contracts are late.
- Your internship hours will not be counted until our office has the signed Learning Contract.

Directions for Learning Contract draft

- Complete this assignment using Microsoft Word (not Works), Arial font - 12-point, single space.
- To receive the full 50 points, we must receive an error-proof copy of the draft sent as an email attachment by due date. Failure to email the attachment to socintern@txstate.edu on time will result in a loss of points.
- There will be a 10-point penalty for each correction required and for each day drafts are late.
- Please spell check and proofread your assignment.

(Reproduce in entirety both “The Parties” and “The Internship” sections)

The Parties section is very important as it provides contact information regarding you, the internship organization, and your site supervisor. Please verify that the information you provide is correct.

THE PARTIES:

INTERN:
STUDENT ID#:
TELEPHONE #:
ADDRESS:
E-MAIL:

INTERNSHIP ORGANIZATION:
INTERN'S POSITION:
ORGANIZATION WEBSITE:
STREET ADDRESS:
MAILING ADDRESS: (THIS IS ONLY NEEDED IF IT IS DIFFERENT FROM THE STREET ADDRESS)

SUPERVISOR'S NAME:
SUPERVISOR'S TITLE:
SUPERVISOR'S E-MAIL:
SUPERVISOR'S TELEPHONE #:
SUPERVISOR'S FAX #:

THE INTERNSHIP:

This section should consist of 1-2 pages. It must be written in the third person, not first. For example, do not say "I will be working at XYZ." Say, "He/She/they will be working at XYZ" or use your actual name.

JOB DESCRIPTION:

- Describe in as much detail as possible your role at 'XYZ' and your responsibilities at your internship.
- List duties, projects to be completed, deadlines, etc.

SPECIAL PROJECT:

- Discuss your special project related to sociology, listing your responsibilities and the project goal.
- Explain how this project relates to sociology and how the skills and knowledge from past classes will be applied.
- Explain how this project will benefit your site and/or others.

SUPERVISION:

- Detail from whom you will be receiving supervision.
- Describe in as much detail as possible what kind of instruction, assistance, consultation, etc., is to be provided to you.

PROGRESS:

- How will your progress be evaluated so that you will know you are doing a good job?
- How often will you meet with your supervisor to monitor your performance?

LEARNING OBJECTIVES:

- Describe what YOU intend to learn through this internship experience.
- Be specific in identifying your PERSONAL learning goals for the semester, i.e., improving your communication skills, gaining experience, exploring possible career fields, etc.

LEARNING ACTIVITIES:

- Describe how your internship activities (projects, research, report writing, conversations, etc.) will enable you to meet YOUR learning objectives as described above.

EVALUATION:

- How and when do YOU wish to evaluate your progress toward meeting YOUR learning objectives?
- What "measuring stick" will YOU use to determine whether or not you have met your OWN learning objectives? In other words, how will YOU know that you have achieved YOUR learning objectives, i.e., "She will have reached her learning objectives when she can facilitate a group on her own," etc.